



360-385-2571
2120 W. Sims Way
Port Townsend, WA 98368

OlyCAP Community Center Advisory Committee Standard Meeting Minutes Template

Center: Brinnon

Date: June 4, 2026

Time: 4:30pm-5:30pm

Location: 306144 Hwy 101 Brinnon, WA 98320

1. Call to Order

The meeting was called to order at 4:30pm.

2. Attendance

Committee Participants Present: Jacob Rember, Tom Backman, Suzanne Stoll, Eli Simmons, Alicia Simmons, Seth Simmons

Committee Participants Absent:

OlyCAP Staff Present: Jeremy Simmons Center Manager

Guests / Community Members Present: Hunter Simmons, Gideon Simmons

3. Public Comment Summary

Topic	Summary
Community Activities and Programs	Discussion focused on ideas for increasing participation at the Community Center through new activities and educational programs. Suggestions included tabletop gaming events, fly-tying seminars, solar energy presentations, art and painting classes, and other community-led workshops where residents can share skills and knowledge.
Emergency Preparedness Education	Public comments supported preparedness education opportunities. Information was shared about the county-wide Preparedness Day on June 27 and a proposed Community Preparedness Workshop at the Community Center in late August. Discussion included CERT training, emergency preparedness resources, and community involvement.
Community Center Improvements and Outreach	Updates were provided regarding installation of a new sign, promotion of available Community Center resources, and efforts to attract more community members to programs. Discussion emphasized finding instructors, volunteers, and community experts willing to lead educational and recreational activities.

4. Agenda Review

The agenda was reviewed.

- No changes were made.

5. Review of Prior Meeting Minutes

The prior meeting minutes were reviewed.

- Approved as presented.

6. Center Manager Report

The Community Center Manager provided updates on current operations, programming, and facility matters.

Program and Activity Updates

- Discussion continued regarding potential new community programs, including tabletop gaming activities and youth-led gaming opportunities during the summer months.
- Exploration of educational workshops and seminars, including fly-tying, solar energy, and other community-led skill-sharing presentations.
- Discussion of possible paint-and-sip style art classes and other interactive community activities, with OlyCAP confirming insurance coverage for such events.

Facility / Operations Updates

- The Center Manager reported ongoing efforts to update exterior signage and promotional materials for the Community Center.
- The Manager has been training a new manager at the Tri-Area Community Center, which is expected to allow more time to focus on Brinnon Community Center operations and programming.

Upcoming Events / Announcements

- Jefferson County Preparedness Day will be held on June 27 at Finnriver Farm & Cidery. The event will feature more than 30 vendors and emergency preparedness resources.
- Planning is underway for a Community Preparedness Workshop at the Brinnon Community

Center, tentatively scheduled for August 29, in partnership with emergency preparedness organizations and CERT volunteers.

7. Discussion Items

Item 1: New Community Programs and Activities

Summary: The committee discussed opportunities to expand Community Center programming through gaming activities, educational workshops, and skill-sharing events. Ideas included tabletop gaming, fly-tying demonstrations, solar energy presentations, and other community-led activities.

Item 2: Emergency Preparedness and CERT Outreach

Summary: Information was shared regarding upcoming preparedness-related events, including Jefferson County Preparedness Day and a proposed Community Preparedness Workshop. Discussion included community education, CERT participation, and emergency preparedness training opportunities.

Item 3: Community Center Programming and Participation

Summary: The committee discussed ways to increase community engagement and attendance at Community Center events. Discussion included promoting available resources, recruiting instructors and volunteers, and offering interactive classes such as art workshops.

8. Follow-Up Items / Next Steps

- Center Manager to continue planning and coordinating a Community Preparedness Workshop tentatively scheduled for late August.
- Center Manager to follow up on updating and replacing Community Center signage discussed at previous meetings.
- Center Manager to continue exploring potential presenters, instructors, and community partners for future workshops, seminars, and educational programs.

9. Next Meeting

Date: July 2, 2026

Time: 4:30pm-5:30pm

Location: 306144 Hwy 101 Brinnon, WA 98320

10. Adjournment

The meeting adjourned at 5:02pm.

Prepared by: Jermy Simmons

Date Prepared: June, 2026